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United States Department of Agriculture
Bureau of Home Economics

In cooperation with the National Resources Committee,
Works Progress Administration,
and Department of Labor

FAMILY LIVING SURVEY

INSTRUCTIONS ON ESTABLISHMENT AND ADMINISTRATION OF LOCAL OFFICES

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I. AUTHORITY

Each Regional and Local Supervisor will be provided with authority to certify payrolls for both relief and non-relief personnel and to issue purchase requisitions. This authority will be given in a letter from the Washington Office and on Treasury Form A-11. Form A-11 is signed by the Supervisor and deposited with the Treasury State Accounts Office for the purpose of identification when payrolls and other vouchers are submitted. Evidence of the existence of funds in each state will be provided Regional and Local Supervisors on Treasury Form A-3, known as Advice of Allotment. Accompanying the Advice of Allotment will be a statement of Allotment Detail for Work Project, W. P. A. Form 701. This form will show the various identification numbers called for on payrolls and other forms.

II. ENCUMBRANCE

All expenses other than the travel expenses of Regional Supervisors will be paid by the Treasury State Accounts Offices from allotments made to the states. Before any requisition, payroll voucher or other voucher is submitted, however, a Notice of Miscellaneous Encumbrance, Form A-5 must be filed with the Treasury State Accounts Office. Vouchers will not be paid unless an encumbrance has been previously established. Encumbrance Form A-4 will be prepared in quadruplicate by the Regional Supervisor. The original and duplicate will be sent to the Treasury State Accounts Office; the triplicate and quadruplicate will be retained in the issuing office. Additional encumbrances must be set up when the original ones have been liquidated. The Notice of Encumbrance should be prepared with the assistance of the Treasury State Accounts Office.

III. PROCUREMENT

A. Procurement of Space, Equipment, Supplies and Impersonal Services.

1. General - All printed forms will be supplied by the Washington Office. All other materials, supplies, space and impersonal services used in the Local offices will be obtained by the Regional or Local Supervisor through the State offices of the Accounts and Procurement Divisions of the United States Treasury Department in accordance with the procedure outlined below. The Procurement Division will make purchases on the basis of properly executed requisitions issued by Local Supervisors.

2. Determination of Need - The Washington Office has provided, under separate cover, an estimate of the number, and cost of major items that will be needed by each Local office. The Local Supervisor, acting under the direction of the Regional Supervisor, will review and complete these estimates. When, during the course of the survey, additional items are needed by the local offices the Local Supervisors will advise the Regional Supervisor of their needs. It should be noted that government procedure requires that office space be secured rent-free if it can be arranged. If the Local Supervisor has been appointed before offices have been set up, his knowledge of local conditions, contacts with Works Progress Administration officials, county officers, the Chamber of Commerce and Emergency Relief Officials should help to secure rent-free space if it is at all possible. The Post Office, County Court House, American Legion Hall, Public Library, Public School, or Transient Bureau might have available free space or equipment. Only when all these sources have been exhausted should renting be considered. Budgets for expenses have been prepared for each local office by the Central Office in Washington and these limits should be kept in mind when seeking space. While they are not inflexible, they must not be exceeded without the approval of the Regional Supervisor. Every effort should be made to keep non-wage expense as low as is consistent with surroundings conducive to efficient work. It is assumed that equipment will usually be available on loan from other agencies, and only as a last resort will the Local Supervisor consider rental or purchase. This should only be done with the approval of the Regional Supervisor. The Local Supervisor, without the approval of the Regional Supervisor, has no authority to make commitments for space and equipment.

3. Requisitions - All requisitions must be made on Treasury Form A-6 which may be obtained from the branch of the Treasury Procurement office in each state. While the Local Supervisor will be authorized to sign as both "issuing officer" and "approving officer" (see form A-6), he must secure the approval of the Regional Supervisor before a requisition is issued. The Regional Supervisor will be responsible to the Central Office for expenditures. The Procurement Officer will advise the Local Supervisor concerning the proper manner in which to prepare requisitions and the prices to be paid. It is noted in this connection that avenues for securing rent-free equipment and space must be explored before renting is considered. After the approval of these two officers has been obtained the Local Supervisor will prepare the requisition in quadruplicate; the first two copies are transmitted to the local Treasury Accounts Office; the triplicate is retained by the State Supervisor, and the quadruplicate is sent to the Regional Supervisor. The State Accounts Office will send the original to the State Procurement Office and will retain the duplicate.

Requisitions must be prepared in accordance with the following instructions: (a) Prepare requisitions as early as possible to permit proper advertising and to allow for rejection of unsatisfactory items.

(b) Specify the time and place delivery is wanted, giving due consideration to time required for obtaining material and effecting delivery. If office space and impersonal services are required the date on which such services are desired should be stated. In requisitioning office space specify the approximate location and the type of space desired.

(c) Arrange items alphabetically by classes; number the items consecutively in the left hand margin but without respect to class. Enter each item on a separate line. When requisitions call for various sizes of any one article the quantity of each size should be entered on a separate line and each size given a separate line number. If the number of different items to be ordered exceeds the number of lines on the requisition, list additional items on plain paper and attach to Form A-6.

(d) Enter the estimated price of each item on the requisition. The representative of the Procurement office will assist in obtaining prices.

(e) In describing items, Federal specifications should be employed whenever practicable. Complete description with specifications in ample detail should be furnished when reference cannot be made to Federal specifications. Information on specifications may be obtained from Deputy Procurement Officer. Requisitions should not call for proprietary articles (articles available from only one firm) in any case where this can be avoided. When proprietary articles are required, the requisition should bear the following statement signed by the requisitioning officer:

"The above mentioned is
proprietary to the _____ Company and no other will meet
the requirement of the service for the reasons stated below:

Signature"

(f) Identification Numbers - Enter the proper identification numbers on each requisition in the box in the upper right hand corner of the Requisition for Purchase, Form A-6. These numbers are:

Requisition Number - The Local Supervisor will number each requisition serially beginning with the number 1.

Purchase Order - This number will not be entered by the Local Supervisor on the original and duplicate, but will be entered by him on the triplicate when the purchase order number is known. (See below.)

Official Project Number - This number is the United States Treasury identification number and is found on Advice of Allotment, Form A-3. There is one number for each State.

Project Authorization Advice No. - This number is obtained from Treasury Form A-3, Advice of Allotment, which will be received by the Regional Supervisor from the Central Office.

Allotment Advice No. - This number is also obtained from Treasury Form A-3, Advice of Allotment.

Works Project No. - This number, too, is obtained from Treasury Form A-3, Advice of Allotment and is the same as Allotment Advice No.

4. Blanket Requisitions - In order to expedite the making of smaller purchases (pencils, paper-clips, etc.), it is planned to issue a blanket requisition whenever necessary. Such purchases may not exceed \$25.00 for any one item. Full details for effecting purchases of this kind can be obtained from the State Procurement and Account Officers.

5. Purchase Orders - The State Procurement Division prepares the purchase order.

When the purchase order is received by the Local Supervisor, the corresponding requisition is pulled from the unfilled requisition file and the purchase order number is inserted. The requisition is then filed numerically in the filled requisition file. Where a purchase order covers only a portion of the items called for by the requisition, the items are checked off and the requisition returned to the unfilled requisition file until all the items are covered by purchase orders.

6. Emergency Purchase - Certain conditions may arise which make it impossible in a particular case to follow the purchasing procedure outlined in the foregoing. In such cases, wherever it is absolutely essential, items may be purchased without the prior issuance of a requisition. Such purchases should be arranged with the Deputy State Procurement Officer who will issue an emergency purchase order, noting thereon the nature of the emergency purchase order, noting thereon the nature of the emergency which justifies the deviation from the prescribed purchasing procedure. It is suggested that the mechanics of consummating such purchases be fully explored by the Local Supervisor at the time his office is set up so that the procurement of equipment necessary to inaugurate activities be facilitated.

7. Receipt and Inspection of Material, Supplies and Equipment - The responsibility for the receipt and inspection of material, supplies, and equipment delivered to a project is that of the Local Supervisor. As such items are received they should be inspected carefully as to quantity and quality.

The receipt and inspection of material is reported on the Receipt and Inspection Report, Treasury Form A-8, which is prepared in duplicate by the Local Supervisor. After approval by the Local Supervisor's Office, the original copy of the report is forwarded to the Procurement Division.

8. Rejection of Material, Supplies and Equipment - In case of rejections, the Receipt and Inspection Report, stating clearly on the reverse side thereof the reasons for such rejections, should be forwarded, through the Local Supervisor's Office to the Procurement Officer who placed the order.

Rejected materials should in no case be delivered to a vendor's representative except upon the surrender of the signed rejection notice or upon the presentation of an itemized receipt from the vendor or his representative.

9. Vouchering - The State Procurement Officer is responsible for the preparation of vouchers covering payments for all materials, supplies and equipment, and impersonal services ordered by him or his deputies. The State Procurement Officer prepares the voucher in quadruplicate and forwards it to the State Treasury Accounts office, from where one copy is sent to the Local Supervisor's office.

10. Filing of Vouchers - When the Local Supervisor's Office receives its copy of the voucher, it pulls the corresponding purchase order from the unvouchered order file, enters the voucher number on the purchase order, and files the purchase order in the vouchered purchase order file. If the voucher covers only a portion of the items ordered, this fact is noted on the purchase order and it is returned to the unvouchered purchase order file. The voucher is then filed numerically in the voucher file.

B. Travel. Regulations concerning travel differ somewhat for Regional and Local Supervisors. Both groups of supervisors, however, will travel at government expense and will receive \$5 per diem in lieu of subsistence expenses, which includes charges for food and lodging and tips while absent from their official stations (permanent offices).

1. Travel by Regional Supervisors - Regional Supervisors will travel on blanket authority given by the Washington office. Their expense vouchers will be submitted semi-monthly directly to Washington in order to expedite payment, but no assurance can be given that travel expense money will be refunded within two months after the voucher is submitted. Each Regional Supervisor will be supplied with a copy of Government Travel Regulations and other necessary forms and vouchers. Travel should be carefully planned ahead so that as much business as possible may be transacted in each state and city visited. The following explanations may reduce difficulties likely to be encountered in travel at government expense.

a. Round Trip Rates - It is incumbent on the traveler to ascertain whether round trip or reduced railroad rates are in effect. Where such rates are in effect and advantage is not taken of them, the traveler must furnish a satisfactory explanation in his expense voucher; otherwise, the difference in fare will be deducted from his account. See paragraphs 9 and 16 of "Government Travel Regulations".

b. Airplane Travel - Transportation by air line may be allowed provided the cost, less subsistence savings, if any, through reduced travel time does not exceed the cost of rail transportation and Pullman fare between points of travel. The fact that the saving equals the added expense of excess baggage and taxi from the airport to the hotel must be shown. See paragraph 8, "Government Travel Regulations". In determining the difference between airplane and rail transportation ascertain whether round trip or reduced railroad rates are in effect for the period of the contemplated trip. The mere expediting of government business does not constitute sufficient reason for the excess of airplane transportation.

c. Daily Activity - For the purpose of preparing the expense voucher (Form 1034) record the activity of each day whether any incidental expenses were incurred or not. A notation as follows will be sufficient: "Oct. 3, on duty, Omaha, Nebraska".

d. Mileage - It is not anticipated that Regional Supervisors will find it expedient to use their own automobiles for travel. Such means may be used, however, if previously authorized by the Washington office and if payment of mileage is economical and advantageous to the Government. Speedometer readings should always be shown. See paragraph 12a "Government Travel Regulations".

e. Per diem in lieu of subsistence expenses - In computing the per diem in lieu of subsistence for continuous travel of more than 24 hours, the calendar day (midnight to midnight) will be the unit, and for fractional parts of a day at the beginning or ending of such travel, one-fourth of the rate (\$1.25) for a calendar day will be allowed for each 6 hour period or fraction thereof. For continuous travel of less than 24 hours the calendar day will not be the unit, but the period will be regarded as commencing with the beginning of travel and ending with the completion thereof, and for each 6-hour portion of the period or fraction thereof, one-fourth (\$1.25) of the rate for a calendar day will be allowed, provided that no per diem will be allowed when the departure is after 8:00 a. m. and the return on the same day is prior to 6:00 p. m., or for any absence not exceeding 3 hours.

f. All vouchers must be sworn to before a notary public, postmaster, assistant postmaster or other official authorized to administer oaths. The seal of the notary or stamp of the postmaster always appears on the voucher.

2. Travel by Local Supervisors - Local Supervisors will also be given blanket authority to travel within the state. They will follow regulations contained in "Government Travel Regulations" which will be distributed at the time their travel authorizations are issued. The procedure to be followed by the Local Supervisors is outlined here:

a. Government Requests for Transportation will be obtained from the local W. P. A. office.

b. These requests will be used in all official travel by common carrier where the amount exceeds one dollar. On each travel request the official project number, the advice of allotment number, and the appropriation number against which the transportation is chargeable will be entered in the space "Authorization or Object".

c. Reimbursement for travel expense will be obtained through standard Form No. 1012 submitted to the Treasury State Accounts Office.

d. Local Supervisors who own an automobile may find it to the advantage of the Government to use that means of travel instead of railroads or buses. However, they must obtain previous written authority to do so from the Regional Supervisor.

C. Telegrams - Regional and Local Supervisors are empowered to use commercial telegraph facilities when the circumstances require immediate and speedy transmission of the message. Such service should not be used when Air Mail or Special Delivery will meet the situation. Regulations for the use of this service in connection with the Family Living Survey are as follows:

1. The Regional and Local Supervisor's offices will open accounts with the telegraph companies by identifying themselves at the company offices. The account should be in the name of the Family Living Survey.

2. Through arrangement with the telegraph companies there is a special rate for all messages on official government business which is known as "Government rate". All messages originating in offices having accounts will be charged to the account of the sending office. Each message should be marked "Government rate - charge".

3. All messages sent by the Local Supervisor's office to the Washington office or the Regional office will be sent "Government rate - collect".

4. All messages sent by Regional or Local Supervisors when they are not in an office having an account will be sent "Collect" if they are addressed to Washington, or to a Regional or Local office; they will be sent "Government rate - prepaid" if they are not sent from or to an office having an account.

5. In offices having telegraph accounts, two copies of each message will be made; the original for the telegraph company; the duplicate to be retained in the office of the sender.

6. The original copy of each telegram should be signed by the sender.

7. Supervisors sending telegrams prepaid but not from an office having an account, should obtain a receipted duplicate of the message to be submitted with the travel voucher for reimbursement.

8. Naval and Army Radio telegraph service must be used when these services are available in the city of both the sender and the receiver. A list of these cities is provided separately.

9. All telegrams, not of such nature as to require immediate action, will be sent as "Night Messages" or "Night Letters". Telegrams consisting of 34 words or less are most economically sent as "Night Messages", and those of more than 34 words as "Night Letters".

10. At the end of each month the telegraph company will render bills to Local Supervisors for all messages sent by them and for all collect messages received by them. The company will also submit the original copies bearing all transmission marks of telegrams sent by the Supervisor and wire copies of those received. These statements of the company should be checked and errors, if any, corrected before a voucher is prepared for payment. Each bill should bear the following statement signed by a responsible officer of the company:

"I certify that the charges hereon are correct and just; and payment therefor has not been received".

When the bill has been certified and checked, a voucher, standard Form 1034 is prepared in triplicate by the Local Supervisor. The bill and messages submitted with it are attached to the original copy of the voucher which is certified by the Supervisor and transmitted to the Treasury State Accounts Office. A new encumbrance Form A-5 will be filed with the voucher.

D. Postage - Official penalty envelopes and labels will be supplied by the Washington Office and are to be used for mailing official matter. These envelopes and labels guarantee first class handling of all mail weighing not more than four pounds. Mail matter weighing more than four pounds should be divided into two or more packages and addressed to different persons in the office to which they are to be sent.

Supervisors are instructed elsewhere in this manual to use Air Mail or Special Delivery service for certain purposes. The payment of regular fees for these services is required. Stamps will be secured for Regional and Local Supervisors from the Treasury State Accounts Offices by the Local Supervisors using Requisition Form A-6, as outlined above, and setting forth the number and denominations desired.

IV. EMPLOYMENT OF PERSONNEL

Each local office, depending on its size, will have one or more persons on its staff who are not taken from the relief rolls. The Regional Supervisor has been advised of the allotment of non-relief personnel for each office and no departure from this may be made without permission from the Washington office.

Every non-relief person employed, as well as every relief person, must have registered with the United States Employment Service, unless he is merely loaned without cost by another agency for the duration of the study. The registration may be effected after a person has been selected for a position but before he is appointed. It should be noted that no employee can be compensated unless his Employment Service application number appears on the pay roll.

Supervisors will often be successful in locating non-relief personnel through the Federal Emergency Relief Administration, the Works Progress Administration, or through the United States Employment Offices. In the majority of states the W. P. A. state and district offices are decreasing the number of their employees, and the personnel director may be able to suggest well-trained workers. It should be pointed out to all applicants that work on the Family Living Survey is temporary; no one should be taken from another position without a full explanation of this fact.

A. General Statement - The purpose of the Emergency Relief Appropriation is to provide the means for useful employment of persons who have been receiving relief. Therefore, the rules promulgated by the President and the Federal Works Progress Administrator require that nearly all of the persons employed on this project shall be taken from relief rolls. In order that the work may be conducted in an efficient manner, provision is made for employment, in essential positions, of a few non-relief persons, whenever it is found that no competent persons are available from relief.

Every person who is eligible for relief work is registered with the United States Employment Service, or an agency designated by it. In addition, many millions of citizens seeking employment or change of position with no reference to "Relief" are so registered. It is convenient to divide prospective personnel for this Family Living Survey into four classes, the first three being registrants of the Employment Service.

1. Relief clients who may be compensated only at security wage prescribed by Executive Order.

2. Persons, not from relief rolls, who are willing to accept the security wage until such time as private industry absorbs them at standard rates of pay.

3. Persons not requiring relief or interested in employment at a compensation less than the prevailing rates for private employment.

4. Non-registrants with the Employment Service. (Since the latter are not eligible for appointment, the discussion deals with converting them to class 3).

The above classes have been listed in order of priority of consideration. At least 90% and preferably more of the positions are to be filled from class 1. In case any position cannot be filled satisfactorily from the relief group, persons with the necessary qualifications in group 2 become eligible. When a position on a work relief project cannot be filled in a satisfactory manner at security wages, yet is essential to the proper progress of the project, the rules of the Emergency Relief Act permit its use to a very limited extent for compensating such key positions at the prevailing rate of pay for private employment in a similar capacity. This personnel is to be taken from class 3.

Class 4: Whenever a person is found anywhere in the country who has outstanding qualifications for the Family Living Survey work and expresses an interest in employment upon the survey, but who is not registered with the United States Employment Service at the appropriate local office he should be encouraged to register at once, so as to become eligible in class 3. This is in no sense an evasion of the rules, nor in any way unethical. The purpose of the registration is to provide proper records as a step in appointment if the latter is made. The Employment Service is anxious to cooperate in any move tending to place the best qualified person in any vacant position, public or private. Accordingly, the Regional and Local Supervisors are urged to interview individuals recommended by any other agency qualified to recognize exceptional abilities for any phase of the survey work, and whenever it seems worth while suggest the registration mentioned.

B. Selection of Non-Relief Personnel - The employment procedure for non-relief personnel varies according to whether or not the candidate is registered with the Employment Service at the time of his selection for appointment to the Family Living Survey.

1. Applicants Registered with the Employment Service - The employment procedure for persons in this group is as follows:

(a)- Candidates will be located by drawing a requisition (W. P. A. Form 401) on the local Works Progress Administration office. For Assistant Supervisors the space provided for entering "Special Requirements or Conditions" will prove inadequate, and

the necessary qualifications should be written clear across the page in the form of a footnote below the other entries. (For minor office positions non-relief personnel should not be requested until it has been found that there is no qualified person on the relief rolls).

(b) - The Works Administration District Office will send Form 401 to the Employment Office and in response to the requisition, the U. S. E. S. will refer candidates for the position who will bring with him, as his identification, copies of U. S. E. S. Form 325, known as the Assignment Slip, mailed to the supervisor. Upon arrival the candidate will sign all copies of the Assignment Slip in the presence of the Supervisor. In some districts Form 325 will be mailed to the Supervisor.

(c) - When the candidate appears for interview he fills out two copies of the Family Living Study Application Form, as do applicants from all other sources.

(d) - If the candidate referred by the U. S. E. S. is accepted, the Supervisor signs all copies of the Assignment Slip and delivers them to the places designated on each copy.

(e) - Rejection of a candidate because he appears to lack the qualifications prescribed, is accomplished by writing "Rejected" diagonally across the face of all copies of the Assignment Slip, signing them and returning them to the W. P. A. Office. A similar entry, "Failed to Report" or "Refused Job" is made to cover these occurrences.

(f) - Separation from the service, W. P. A. Form 403, is executed whenever a worker's name is to be removed from the pay roll, whether because of completion of the job or for any other reason.

(g) - Reclassification, W. P. A. Form 404, must be executed whenever any change is made that affects the payroll, chiefly promotions (or deductions) of workers. Mere shifts of duties, at the same pay rate, need not be recorded.

2. Applicants Not Registered with the Employment Service - The employment procedure for applicants not registered (mainly assistant supervisors) with the Employment Service differs from those who are registered chiefly in that W. P. A. requisitions and other forms are not required.

When an applicant has been located he fills two copies of the Family Study Application Form for the information of the Supervisor.

The applicant is then instructed to register with the Employment Service in order to secure an identification number. In some places the Employment Service does not care to have this done; in such cases the step may be omitted.

C. Selection of Relief Personnel - Many of the steps are identical with those listed under B 1, above.

1. Requisition is made upon the local Works Progress Office, using W. P. A. Form 401. It is signed by the Local Supervisor, and he is indicated thereon as the "Foreman" to whom the candidates for selection are to be sent.

2. In response to the requisition the U. S. E. S. will send with each applicant for the position listed, five copies of U. S. E. S. Form 325.

In many communities relief workers with good educational qualifications have been assigned to sewing rooms or laboring jobs because no more suitable work was available. These workers may be more suitable than those referred by the U. S. E. S., who are not now employed on a Work project. The State or District Director of Women's Work, the Director of Professional and Service Projects, and the Co-ordinator of Statistical Projects will be informed as to the possibility of finding suitable workers on other projects, as will the District Director of Labor Management. If it is found desirable to interview persons already assigned to other projects, it should be arranged with the District Director of Labor Management.

3. The candidate is interviewed and tested.

4. Acceptance of a candidate is made by the Local Supervisor by signing all copies of Form 325 (or Form 402) and distributing to the destination indicated on the copies. This makes the worker eligible to have his name placed on the payroll.

5. Rejection, reclassification, separation of relief workers is accomplished by steps identical to those described in Paragraph B 1, above.

In preparing requisitions for personnel complete information should be given to aid the Works Progress Staff in selecting the best fitted persons from the number who may be on their rolls. If the requisitions indicate clearly the qualifications desired, the Works Progress Administration may be counted upon to cooperate in filling them to the best of its ability. However, the applicant's abilities require practical testing before judgment can be passed upon them and the regulations provide that such test may be made and selection determined by the outcome. You are not required to accept all applicants referred to you.

In most district offices a friendly relationship has been established between the Director of Labor Management and the Director of the U. S. Employment or Re-employment offices. Upon advice of the Director of Labor Management, it may be possible to interview the relief and non-relief applicants informally, and save much paper work. If this can be arranged the applicants are notified by either the district W. P. A. or the Employment Office to appear at a stated time, they are interviewed and tested, and for those who prove satisfactory, a W. P. A. Form 401 is prepared and delivered to the U.S.E.S.

The U. S. E. S. prepares Form 325 for those persons who are to be employed. If agreeable to the district office, the same arrangement should be made for interviewing persons already employed on W. P. A. projects. They will be sent for interview, without having the time consumed charged against them as time lost, and if you wish to employ them on your project, you notify the Labor Management office and the necessary reassignment form W. P. A. 402 will be prepared.

V. TIMEKEEPING AND PAYROLL PROCEDURE

Local offices will be responsible for keeping records of time worked by all employees as a basis for the preparation of semi-monthly payrolls. This section of the manual sets forth the procedure to be followed in maintaining and preparing time reports for all employees, although the regulations differ somewhat for administrative employees at non-security wage rates and for security wage rate workers. The distinction between these classes should be clearly maintained. They are: (a) security wage workers obtained from the relief rolls; (b) security wage workers not obtained from the relief rolls; and (c) supervisory and administrative personnel working at prevailing rates of pay.

A. Hours of Work - All administrative and supervisory personnel (at non-security rates) are required to work 39 hours per week regardless of the length of time worked by those at security rates. The working week shall consist of five 7-hour days and one 4-hour day, unless an alternate arrangement is approved by the Regional Supervisor because local conditions warrant.

All workers at security wages will normally be required to work five 6-hour days each week. The total working time of workers in this group shall be between 120 hours and 140 hours per month, according to the hours established by the district W. P. A. office. The Local Supervisor will note carefully that the total number of hours worked in any two consecutive pay roll periods must be within the limits mentioned above. He will also endeavor to make assignments in terms of an even number of 6-hour days, e. g. ten 6-hour days in the first period followed by eleven 6-hour days in the second period. Legal holidays will be regarded as working days, although no work will be required.

Any assigned hours not worked by reason of voluntary absence (illness, etc.), dismissal of the worker, or completion or postponement of the project will not be compensated unless it is made up in the succeeding payroll period. Overtime will not be compensated by extra payments.

B. Preparation of Time Report - The time report for those employed on each work project is to be prepared by the Project Timekeeper. The time report should be prepared on W. P. A. Form 502. They must be prepared semi-monthly. Separate time reports must be prepared for relief employees and non-relief employees on each work project. The time report must be certified by the Project Supervisor in the space provided for such certification. The report should then be forwarded to the District W. P. A. Division of Finance and Accounts.

C. Payroll Procedure - The W. P. A. Division of Finance and Accounts will prepare the payroll on the basis of the time reports. It is hoped that there will be on the staff of each local Family Living Survey office a person previously employed by the Division of Finance and Accounts. It may be that some District W. P. A. offices will request that the payrolls be prepared by this person, and in this, as in all other matters, the requests of the District W. P. A. office should be granted if possible.

The W. P. A. Finance office will route the payroll forms to the Treasury office. These forms must be accompanied by Treasury Forms A-4, A-3, and 1064, which will be prepared with the advice of the W. P. A. Finance office.

D. Distribution of Checks - Arrangements should be made with the Disbursing Office for the distribution of pay checks semi-monthly to individual employees on each work project. In most cases where the number of workers on the project is small, it will be more satisfactory to have the checks distributed by a regular bonded employee of the Disbursing Office. In some cases the Disbursing Office may suggest that one of the workers on the project be bonded and be made responsible for the distribution of checks. Arrangements must be made which will insure prompt payment of all persons employed on the project, and these will differ from place to place.

VI. REPORT FORMS

A reporting procedure that will enable the Regional and Washington offices to be constantly and accurately informed of progress

and of all expenditures is essential. The Regional Supervisor has been supplied with a statement showing the total allocation made to each state, and the suggested breakdown of this amount into labor and non-labor items. These estimates were based on the time required for the collection of a schedule much longer than the one actually in use, and consequently it is expected that the expenditures in each state will be less than the total allowed. It is the responsibility of the Regional Supervisor to see that the work assigned to each state is completed within the time and money limits assigned. Any circumstance which makes it impossible to finish the work within the limits set should be reported by the Regional Supervisor to the Washington office at once.

All reports requested by the Regional and the Washington office have been held to a minimum, and have been made as simple as possible. It is not anticipated that additional reports will be required.

A. Reports to the Washington Office - All correspondence with and reports to the Washington office will be through the office of the Regional Supervisor. Two types of report forms are required from each Regional Supervisor by the Washington office, one semi-monthly reports on progress, the other semi-monthly reports on expenditures. The Regional Supervisor will be supplied with the report forms by the Washington office.

B. Reports to the Regional Supervisor's office. In general the type of report sent to the Regional Supervisor's office by the Local Supervisors will be similar to those sent by the Regional Supervisor to the Washington office. The forms will be supplied by the Regional Supervisors.

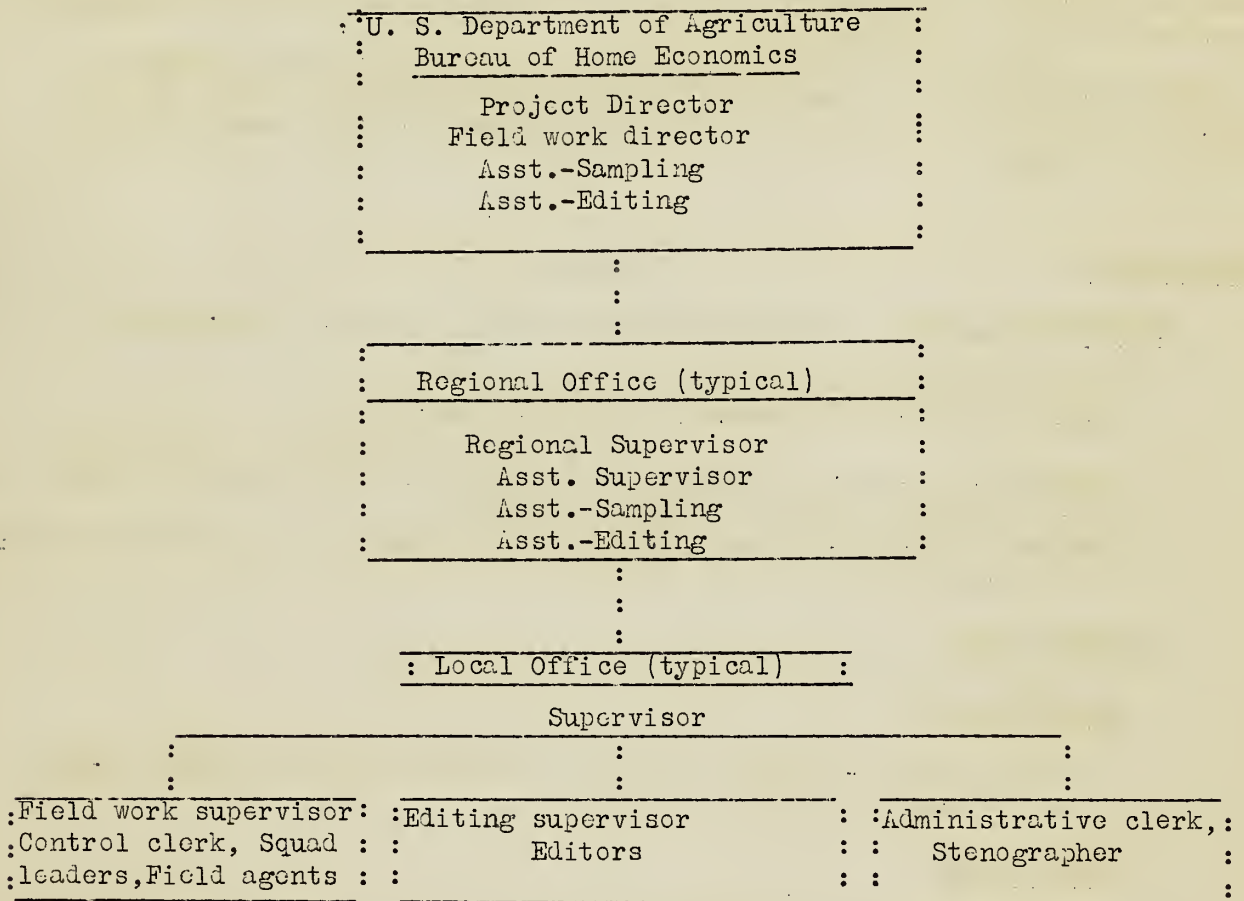
VII. ORGANIZATION OF FIELD WORK

A. Location of offices - For purposes of collecting and editing schedules the States covered by the study are grouped into six regions with 57 headquarters, as shown below. Regional headquarters are underlined.

Region	State	Headquarters	Region	State	Headquarters
New England	Vermont	Burlington		No. Dakota	(Fargo
		Newport			(Jamestown
	Mass.	(Greenfield			(Ames
		(Fall River		Iowa	(Boone
	R. I.	Westerly			(Grennell
Middle Atlantic and East North Central					(Marshalltown
	New Jersey	Salem	West No.		
			Central	Missouri	Moberly
	Pa.	(Lancaster			
		(York		Kansas	(Ness City
		(Bucyrus			(Newton
	Ohio	(Mansfield			(Beatrice
		(Mt. Vernon		Nebraska	(David City
		(New Philadelphia			(Lincoln
	Michigan	Monroe			(Grand Junction
South Atlantic and East Central				Colorado	(Steamboat Springs
	Wisconsin	(Beaver Dam			
		(Madison	Mountain		
					(Casper
		(Murphy (?)		Wyoming	(Laramie
	N. Carolina	(Henderson			(Rock Springs
		(Oxford			
				Utah	Logan
		(Camden			
		(Columbia			(Bellingham
South Central	S. Carolina	(Orangeburg		Washington	(Everett
		(Sumter			(Wenatchee
	Georgia	(Athens			(Astoria
		(Monroe			(Bend
		(Washington			(Eugene
		(Griffin	Pacific	Oregon	(McMinnville
					(Salem
		(Clarksdale			
	Miss.	(Greenville		California	(Stockton
		(Indianola			(Riverside

B. Instructions to Local Supervisors of field work - Instructions to Local Supervisors of field work on Personnel and functions are covered in a separate manual.

The line of authority and responsibility in a typical Regional and Local office is indicated in the following chart:



VIII. ARRANGEMENTS WITH COOPERATING AGENCIES

A. Works Progress Administration

The successful initiation of this project and the smoothness with which it operates will depend in large measure upon the friendly relationship that the Regional and Local Supervisors establish with the various organizations concerned with the Federal Work Program.

Letters have already been sent to the following WPA officials, notifying them of the project and the states and counties in which it will operate, and telling them that the Regional Supervisor will contact them as soon as possible.

NEW ENGLAND

WPA Regional Staff - 211 Park Square Building, Boston, Massachusetts.

Field Representative - R. C. Branion.

Director Women's Activities - Mrs. Lulu Martin Scott,
265 West 14th Street, New York City.

Supervisor Professional and Service Projects - Mrs. Rebecca Hourwich Reyher
Labor Assignment Advisor - John W. Remington.

Research Supervisor, - Harold Hosea, 614 Washington Street, New York City.

NYA Supervisor - Dr. Gerald Barnes.

WPA State Staff

Massachusetts

Administrator - Arthur G. Rotch, 211 Park Square Building, Boston.

NYA Director - Edward L. Casey, " " " " "

Rhode Island

Administrator - J. Burleigh Cheney, 17 Custom House Street, Providence.

NYA Director - Ralph Winterbottom, " " " " "

Vermont

Administrator - Harry W. Witters, State Capitol, Montpelier.

NYA Director - " " " " "

MIDDLE ATLANTIC AND EAST NORTH CENTRAL

WPA Regional Staff - Pure Oil Building, Columbus, Ohio.

Field Representative - Wayne Coy.

Director Women's Activities - Mrs. Izetta Jewel Miller.

Supervisor Professional and Service Projects - Kenneth Meeker.

Labor Assignment Advisor - Chester A. W. Smith.

Research Supervisors -

W. R. F. Stier, 12 S. 12th St., Philadelphia, Pa. (New Jersey and Pa.)

Harvey E. Becknell, 402 Standard Building, Cleveland, Ohio. (Ohio)

NYA Supervisor - Vernon D. Northrop.

WPA State Staff

New Jersey

Administrator - William H. J. Ely, 1060 Broad Street, Newark.

NYA Director - John A. McCarthy, " " " "

Ohio

Administrator - Dr. Carl Watson, Pure Oil Building, Columbus.

NYA Director - S. Burns Weston, 1226 Standard Building, Cleveland.

Pennsylvania

Administrator - Edward N. Jones, 46 North Cameron Street, Harrisburg.

NYA Director - Isaac C. Sutton, 17th & Sanson Streets, Philadelphia.

WPA Regional Staff for Michigan and Wisconsin

(See West North Central)

Michigan

Administrator - Harry L. Pierson, 609 City National Building, Lansing.

NYA Director - William Haber, " " " " "

Wisconsin

Administrator - General R. M. Immell, 149 Wilson Street, Madison.

NYA Director - John Lasher, " " " "

SOUTH ATLANTIC AND EAST SOUTH CENTRAL

WPA Regional Staff - 907 Canal Bank Building, New Orleans, Louisiana.

Field Representative - Malcolm J. Miller.

Director Women's Activities - Mrs. Blanche M. Ralston.

Supervisor Professional and Service Projects - Frank Bentley

Labor Assignment Advisor - Hal J. Wright.

Research Supervisors -

Miriam Noll, Reilly Building, Dallas, Texas (Mississippi)

Mary H. Hawes, 200 Forsyth St., S.W., Atlanta, Ga. (Ga., N. & S. Carolina)

NYA Supervisors -

Vernon D. Northrop, Pure Oil Bldg., Columbus, Ohio. (N. & S. Carolina)

Russell Ellzey, 820 Canal Bank Bldg., New Orleans, La. (Ga. and Miss.)

WPA State Staff

Georgia

Administrator - Gay B. Shepperson, 10 Forsythe Street Building, Atlanta.

NYA Director - Raymond Paty, " " " " "

Mississippi

Administrator - Wayne Alliston, 18th Floor, Tower Building, Jackson.

NYA Director - J. C. Flowers, " " " " "

North Carolina

Administrator - G. W. Coan, Jr., Raleigh Building, Raleigh.

NYA Director - C. E. McIntosh, 613 Commercial National Bldg., Raleigh.

South Carolina

Administrator - L. M. Pinckney, Loan and Exchange Bldg., Columbia.

NYA Director - Roger L. Coe, " " " " "

WEST NORTH CENTRAL

WPA Regional Staff - 1319 South Michigan Avenue, Chicago, Illinois.

Field Representative - Howard O. Hunter.

Director Women's Activities - Mrs. Florence S. Kerr.

Supervisor Professional and Service Projects - Scott E. W. Bedford.

Labor Assignment Advisor - R. O. Beckman.

Research Supervisors -

Wilhelmina Luten, Jackson County Court House, Kansas City, Missouri.

(Iowa, Nebr., Kansas, Missouri)

Arthur Carstens, 261 E. 5th St., St. Paul, Minn. (North Dakota & Wisconsin)

Willis B. Hazleton, 325 North Wells Street, Chicago, Ill. (Michigan)

NYA Supervisor - Orin W. Kaye.

WPA State Staff

Iowa

Administrator - L. S. Hill, Royal Union Life Building, Des Moines.

NYA Director - P. C. Packer, C/o WPA, Des Moines.

Kansas

Administrator - Evan Griffith, 912 Kansas Avenue, Topeka.

NYA Director - Anne Laughlin, " " " "

Missouri

Administrator - Matthew S. Murray, State Capitol Building, Jefferson City.

NYA Director - C. Clark Buckner, 210 East Capitol Avenue, " "

Nebraska

Administrator - D. F. Felton, 900 North 16th Street, Lincoln.

NYA Director - Gladys J. Shamp, " " " " "

North Dakota

Administrator - Thomas H. Moodie, WPA, Bismarck.

NYA Director - E. A. Willson, C/o FERA, Bismarck.

MOUNTAIN AND PACIFIC

WPA Regional Staff - 300 Continental Bank Building, Salt Lake City, Utah.

Field Representative - Robert H. Hinckley.

Director Women's Activities - Dr. Dorothy Nyswander.

Supervisor Professional and Service Projects - Margaret C. Klem.

Labor Assignment Advisor - Harold A. White.

Research Supervisors -

David M. Maynard, 814 Mission Street, San Francisco, California. (Calif.)

Frances A. Moore, 607 City County Bldg., Seattle, Washington. (Wash., Ore.)

Lincoln C. Tisdale, 5th Floor, City & County Bldg., Denver. (Utah, Colo., Wy)

NYA Supervisor - Dr. Dorothy Nyswander.

WPA State Staff

California

Administrator - F. Y. McLaughlin, 49 Fourth Street, San Francisco.

NYA Director - Mrs. Anne Treadwell, " " " "

Colorado

Administrator - Paul D. Shriver, 810 14th Street, Denver.

NYA Director - Harold G. Blue " " " "

Oregon

Administrator - E. J. Griffith, 1201 Bedell Building, Portland.

NYA Director - Paul T. Jackson, " " " "

Utah

Administrator - D. J. Greenwell, State Capitol, Salt Lake City.

NYA Director - Dr. Francis Kirkham, Chamber of Commerce Bldg.,
Salt Lake City.

Washington

Administrator - George H. Gannon, 412 Alaska Building, Seattle.

NYA Director - John Binns, Washington Building, Tacoma.

Wyoming

Administrator - Will G. Metz, 300 21st Street, Cheyenne.

NYA Director - Ernest Marschall, " " "

Whenever the Regional Supervisor can conveniently do so she should call on the WPA Field Representative of the area in which her states are located. If this is not feasible she should write him a letter advising him that she is starting the study and giving him her address.

The Regional Research Supervisors, Supervisors of Professional and Service Projects, Directors of Women's Activities and Labor Assignment Advisors will be of great assistance in suggesting local supervisory personnel, possibilities for free office space and equipment, and local agencies who should be advised of the study. They can also explain the WPA procedures, introduce the Regional Supervisors to the State and local officials and point out any peculiarities in the local office arrangements in any of the District WPA Offices.

The State Administrators and certain members of their state staffs have been advised of the study, and of the approximate date when the Regional Supervisor would arrive. It is most important that good relationships be established by the Regional and Local Supervisors with the members of the State and District WPA Offices, particularly with the Director of Professional and Service Projects, the State co-ordinator of Statistical Projects, the Director of Women's Work and the Director of Labor Management.

B. Treasury State Accounts Office.

No mention is made of the State Division of Finance and Accounts and the Treasury State Accounts Office because the member of the local office staff, who will have been recommended by the Division of Finance and Accounts will see to it that the local supervisor meets the proper persons in those offices.

C. United States Employment Service.

Reference has already been made to the advisability of making an early contact with the United States Employment Service, to secure cooperation in the assignment of workers of the grade and experience needed for the survey. In some states the duties of the Employment Service in connection with the Work Program have been taken over by the assignment division of WPA, and consequently this point should be cleared with the WPA District Director of Labor Management before a visit is made to the United States Employment Service.

D. Experiment Stations, Land Grant Colleges, and Extension Service.

The Directors of the Agricultural Experiment Stations, the Heads of the Departments of Home Economics in State Agricultural Colleges and the State Home Demonstration Leaders, in the States selected for study have been notified of the study and their cooperation and interest has been requested. These administrators have intimate knowledge of conditions in the areas selected for study and their advice on local situations will be of inestimable value. These contacts should be made as early in the progress of the study as possible.

The names of the Directors of Agricultural Experiment Stations, the Heads of Departments of Home Economics in Land Grant Colleges, and State Home Demonstration Leaders are given on the next page.

State	Experiment Station	Home Economics College	State Home Demonstration Leader
Vermont.....	J. L. Hills, <u>Burlington</u>	Bertha M. Terrill	Lillian V. Anderson
Massachusetts....	I. J. Sievers, <u>Amherst</u>	Edna L. Skinner	(Mrs.) Annette T. Herr
Rhode Island.....	G. E. Adams, <u>Kingston</u>	Margaret Whittemore	Sara E. Coyne
Pennsylvania.....	R. L. Watts, <u>State College</u>	Edith P. Chase	Margaret Brown
New Jersey.....	J. G. Lipman, <u>New Brunswick</u>	(Mrs.) Helen Hazen	Marion Butters (Ass't)
Ohio.....	C. G. Williams, <u>Wooster</u>	(Mrs.) Faith Lanman	Minnie Price
Michigan.....	V. R. Gardner, <u>East Lansing</u>	Gorrell, <u>Columbus</u>	Edna V. Smith
Wisconsin.....	C. L. Christensen, <u>Madison</u>	Marie Dye	(Mrs.) Luella Mortenson
North Dakota.....	H. L. Walster, <u>Fargo</u>	Alba Bales	Grace DeLong
Iowa.....	R. E. Buchanan, <u>Ames</u>	Genevieve Fisher	(Mrs.) Sarah P. Ellis
Nebraska.....	W. W. Burr, <u>Lincoln</u>	Margaret L. Fedde	Mary Ellen Brown
Kansas.....	L. E. Call, <u>Manhattan</u>	Margaret Justin	Amy Kelly
Missouri.....	I. B. Mumford, <u>Columbia</u>	Mabel V. Campbell	-
North Carolina...	R. Y. Winters, <u>Raleigh</u>	Margaret Edwards,	(Mrs.) Jane S. McKimmon
South Carolina...	R. A. McGinty, <u>Clemson</u>	<u>Greensboro</u>	Lonny I. Landrum, <u>Rock Hill</u>
Georgia.....	H. P. Stuckey, <u>Experiment</u>	Miss Cragston, <u>Rock Hill</u>	Lurline Collier
Mississippi.....	J. R. Becks, <u>State College</u>	Mary E. Creswell, <u>Athens</u>	Kate Lee (Acting)
Colorado.....	E. P. Sandsten, <u>Ft. Collins</u>	Inga M. K. Allison	Gladys Bradley
Utah.....	----- <u>Logan</u>	(Mrs.) Christine B. Clayton	(Mrs.) Rena B. Maycock
Wyoming.....	J. A. Hill, <u>Laramie</u>	Elizabeth J. McKittrick	(Asst. Div. H.E.) Mary G. Collopy
Washington.....	E. C. Johnson, <u>Pullman</u>	Florence Harrison,	M. Elmina White
Oregon.....	W. A. Shoenfeld, <u>Corvallis</u>	<u>W. Wash.</u>	(Asst. Div. H.E.)
California.....	C. B. Hutchinson, <u>Berkeley</u>	Effie Rautt, <u>Seattle</u>	Thelma Gaylord (Acting)
		Ava B. Milan	Harriet G. Eddy
		(Mrs.) Agnes Fay Morgan	

